



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: February 28, 2020

TO: Mayor Chris Riley and City Council Members

FROM: Kelly Kuenstler, City Manager

SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Firefighter /Paramedic – Currently Advertising
 - Open Records Request Coordinator -Currently Advertising

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept. (Hours)	Municipal Court (Hours)	Library (Hours)	Outside The City (Hours)
02/09/2020-02/15/2020		36	36				
02/16/2020-02/22/2020		8	8				

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
2/13/2020	192	121	110
2/20/2020	199	116	104

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM FEB 7 TH 2020 – FEB 25 TH 2020
UTILITY PAYMENTS	544
UTILITY NEW SERVICE	12
PERMITS COM DEV	100
COURT	248
RLC FINES	151
RLC LATE FEES	28
IMPOUND LOT FEES	24
TOWING FEES PAYABLE	24
GARAGE SALE	6
MESCELLANEOUS	325
TOTATL	TOTAL 1,459

Public Works

- Projects:
 - The LC-17 Flood Project is still pretty saturated, and the contractor has not been able to make great progress. Because they are at final grade in the creek bed, they cannot track machines down into the creek without damaging the integrity of the grade. They have been working on tertiary items, such as cleaning up the yards, moving materials off site, and seeding where they can. Due to the rains, their new completion date is March of 2020.
 - City Crews are continuing to construct the concrete roadway on El Verde Road in front of the fire station. They are preparing the roadway to pour the third section this week. Two long sections have been completed. The remaining work is expected to take 2-4 weeks, depending on weather and concrete curing times.
 - Staff is preparing policies and procedures to reduce energy usage at city facilities.
 - The streets for the FY 2020 Street Maintenance Project have been chosen, based on their ranking. The City Engineer is preparing the plans and bid specifications and they are about 80% complete. The new street ranking list is being prepared and reviewed by the City Engineer, so that we can begin plans for the next round of street maintenance.
 - The bids for the rehabilitation of the Grass Hill elevated tank rehabilitation project will be opened this week and then we will take the bid award to the City Council at the March 17, 2020 meeting.
 - Bids for the new crosswalks along Huebner and Poss Roads were opened and we will be taking the bid award to City Council on March 3, 2020.
 - The City will be receiving \$1,346,000 from Bexar County to complete a flood remediation project in the Seneca West area. Surveying and engineering have begun.
 - Staff is finalizing water and sewer main replacement plans and will consult with our rate consultant on how to pay for these needed improvements. We expect to take these findings to a City Council meeting in April.
 - We are preparing a Bexar County CDBG grant request to replace water and sewer mains on Settler's Ridge. The application is due on April 9, 2020.
 - Staff submitted all documentation required to for a grant from the Alamo Area Council of Governments (AACOG) to fund the purchase of solar powered compacting trash cans.
 - The City Engineer is preparing an irrigation plan for the plantings at Peachtree and Poss.
 - The sidewalk contractor is working on constructing the sidewalk from Canterfield to the Silo Park. They will then construct the sidewalk on Evers near Seneca.
 - Installing new ADA accessible picnic tables for Raymond Rimkus Park.
 - Building butterfly gazebo and base for new rain garden at Raymond Rimkus Park.
 - Held Basura Bash event in Zarzamora Creek, this past Saturday. The volunteers picked up over 4000 pounds of trash, which will be properly disposed of.
 - Performing preventative maintenance on the Street Sweeper, replacing worn brushes.
 - Preparing Capital Acquisition requests for upcoming budget meetings.
 - Repairing tarp cover on dump truck.
- Training
 - Maintenance Crew Leader Rudy Martinez is now working on becoming a Certified Pool Operator.
 - Maintenance Crew Foreman Michael Tristan will be studying to become a Licensed Irrigator.
 - Water Crew will be attending continuing education classes on chlorine safety in March and April.
 - Construction Crew will be taking their CDL tests to operate the new water truck.
 - Assistant Director attended the Texas Water Development Board's class on preventing/detecting water losses.

Police Department

Please see below information on police activity over the listed period.

- Arrest
 - 2-10-20 – 6100 Bandera Rd. – Traffic Stop – One Arrested for Driving While Intoxicated – Vehicle Impounded
 - 2-10-20 – 6100 Bandera – Traffic Hazard – One Arrested for Driving While Intoxicated
 - 2-11-20 – 5900 Wurzbach – Traffic Stop- No Driver's License – Vehicle Impounded
 - 2-11-20 – 5900 Wurzbach – Traffic Stop- No Driver's License – Vehicle Impounded
 - 2-12-20 – 5600 Bandera – Theft \$100-\$750 – One Arrested
 - 2-12-20 – 6900 Bandera – Traffic Stop- No Driver's License – Vehicle Impounded
 - 2-12-20 – 7000 Bandera Rd – Emergency Detention – One Arrested/Released at Hospital
 - 2-13-20 – 5700 Bandera Rd – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 2-14-20 – 6300 Bandera Rd – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 2-14-20 – 5900 Bandera Rd – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 2-14-20 – 5300 Bandera – Traffic Stop – No Insurance- Vehicle Impound
 - 2-15-20 – 7300 Bandera Rd – Traffic Stop – One Arrested for Driving While Intoxicated – Vehicle Impounded
 - 2-16-20 – 6900 Bandera Rd – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 2-18-20 – 6700 Forest Haven – Emergency Detention – One Arrested/Released at Hospital
 - 2-20-20 – 5700 Watercress – Emergency Detention – One Arrested/Released at Hospital
 - 2-21-20 – 7100 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle impounded
 - 2-21-20 – 6400 Bandera Rd. – Wanted Person – One Arrested for Warrants
 - 2-23-20 – 6000 Grissom Rd. – Traffic Stop – One Cited/Released – Vehicle impounded
 - 2-23-20 – 7100 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle impounded
 - 2-23-20 – 6700 Timberhill – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 2-23-20 – 6100 Evers Rd – Emergency Detention – One Arrested/Released at Hospital
- Significant Calls
 - 2-10-20 – 6400 Bandera Rd – Vehicle Crash
 - 2-10-20 – 6800 Bandera Rd – Alarm
 - 2-10-20 – 7000 Bandera Rd – Vehicle Crash
 - 2-10-20 – 7300 Belmont Pl – Suspicious Person
 - 2-10-20 – 5900 Forest Knoll – Disturbance
 - 2-10-20 – 6700 Timberhill – Vehicle Crash
 - 2-10-20 – 5600 Evers Rd. – Criminal Mischief
 - 2-10-20 – 5600 Evers Rd. – Burglary of a Vehicle
 - 2-10-20 – 6800 Huebner Rd. – Criminal Trespass
 - 2-10-20 – 5300 Cilantro Pl. – Found Open Door
 - 2-10-20 – 6600 Forest Grove – Violation of a City Ordinance: Junk Vehicle- Warning
 - 2-10-20 – 6200 Parsley Hill – Found Open Door
 - 2-10-20 – 5300 Brisa Estate – Found Open Door
 - 2-11-20 – 6900 Bandera Rd. – Vehicle Crash
 - 2-11-20 – 7000 Bandera Rd. – Vehicle Crash
 - 2-11-20 – 5900 Wurzbach Rd. – Vehicle Crash
 - 2-11-20 – 6000 Grissom Rd. – Disturbance
 - 2-11-20 – 7000 Bandera Rd. – Disturbance
 - 2-12-20 – 5600 NW loop 410 – Vehicle Crash
 - 2-12-20 – 5900 Wurzbach Rd. – Disturbance
 - 2-12-20 – 7000 Bandera Rd. – Disturbance One Issued a Criminal Trespass Warning
 - 2-12-20 – 7200 Bandera Rd – Theft \$100-750
 - 2-12-20 – 6100 Forest Bend – Alarm
 - 2-12-20 – 7200 Sulky Ln. – Found Property

- 2-12-20 – 5600 Bandera Rd. – Theft
- 2-12-20 – 6600 Chenal Pt. – Found Open Door
- 2-12-20 – 6200 Evers Rd. – Violation of a City Ordinance: Inoperable Vehicle - Warning
- 2-13-20 – 5600 Evers Rd. – Criminal Mischief
- 2-13-20 – 5600 Bandera Rd. – Robbery by Force
- 2-13-20 – 6000 Grissom Rd. – Burglary of a Vehicle
- 2-13-20 – 6200 Grissom Rd. – Burglary of a Vehicle
- 2-13-20 – 5600 Evers Rd. – Criminal Mischief
- 2-13-20 – 5600 Bandera Rd. – Theft
- 2-13-20 – 5600 Bandera Rd. – Vehicle Crash
- 2-13-20 – 6200 Grissom Rd. – Burglary of Vehicle
- 2-13-20 – 6000 Grissom Rd. – Found Property
- 2-13-20 – 6500 Bandera Rd. – Violation of a City Ordinance: Parking Violation
- 2-13-20 – 5600 Bandera Rd. – Crash
- 2-13-20 – 6300 Evers Rd. – Disturbance
- 2-13-20 – 6000 Bandera Rd. – Disturbance
- 2-13-20 – N.W. Loop 410 at Evers Rd.- Assist San Antonio with a Vehicle Crash
- 2-13-20 – 5700 Bandera Rd – Vehicle Crash
- 2-13-20 – 6400 Bandera Rd – Criminal Trespass
- 2-13-20 – 5600 N.W. Loop 410 – Alarm
- 2-14-20 – 6800 Bandera Rd – Disturbance
- 2-14-20 – 6600 Countess Adria St – Suspicious Vehicle
- 2-14-20 – 7300 Reindeer Trail – Criminal Mischief \$750-2500
- 2-14-20 – 5800 N.W. Loop 410 – Vehicle Crash
- 2-14-20 – 6400 Bandera Rd – Theft \$100-750
- 2-14-20 – 5600 Bandera – Vehicle Crash
- 2-14-20 – 6000 Bandera – Vehicle Crash
- 2-14-20 – 5600 Watercross – Found Open door
- 2-14-20 – 5200 Savory Glen – Found Open door
- 2-14-20 – 5500 Carroway Bend – Found Open door
- 2-14-20 – 4900 Hodges – Found Open door
- 2-14-20 – 5900 Bandera – Vehicle Crash
- 2-14-20 – 6000 Bandera – Vehicle Crash
- 2-14-20 – 7300 Reindeer Trail – Theft 100-750
- 2-14-20 – 6500 Bandera – Vehicle Crash
- 2-14-20 – 7500 Huebner – Vehicle Crash
- 2-14-20 – 6600 Bandera – Vehicle Crash/ Hit and run
- 2-14-20 – 7100 Forest Moss – Found Open door
- 2-14-20 – 7000 Forest Moss – Found Open door
- 2-15-20 – 5600 Evers – Theft under \$100
- 2-15-20 – 5600 Evers – Criminal Mischief
- 2-15-20 – 5900 Wurzbach Rd – Suspicious Person
- 2-15-20 – 5700 Grissom Rd – Vehicle Crash
- 2-16-20 – 6600 Sally Agee – Assault – Family Violence
- 2-16-20 – 5600 Evers Rd – Suspicious Person
- 2-16-20 – 6600 Bandera Rd – Alarm
- 2-16-20 – 6400 Evers Rd. – Suspicious Vehicle
- 2-16-20 – 6600 Seneca Rd. – Disturbance
- 2-16-20 – 5900 Bandera Rd. – Burglary of a Vehicle
- 2-16-20 – 6000 Grissom Rd. – Disturbance
- 2-16-20 – 5600 Bandera Rd. – Vehicle Crash

- 2-16-20 – 7300 Linklea – Vehicle Crash
- 2-16-20 – 5700 Bandera Rd. – Vehicle Crash
- 2-16-20 – 5000 Wurzbach Rd. – Assault
- 2-16-20 – 5600 Evers Rd. – Vehicle Crash
- 2-17-20 – 6500 Bandera Rd. – Vehicle Crash
- 2-17-20 – 6700 Huebner Rd. – Theft of property
- 2-17-20 – Bandera at Wurzbach Rd. – Vehicle Crash
- 2-17-20 – 5600 Bandera Rd. – Theft of Vehicle
- 2-17-20 – 7000 Forest Grove – Found Open Garage Door
- 2-17-20 – 6900 Forest Ridge – Found Open Garage Door
- 2-17-20 – 6000 Forest Ledge – Found Open Garage Door
- 2-17-20 – 6000 Forest Bend – Found Open Garage Door
- 2-17-20 – 7000 Forest Meadow – Found Open Garage Door
- 2-17-20 – 7000 Forest Meadow – Found Open Garage Door
- 2-17-20 – 7400 Link Lea Dr. – Found Open Garage Door
- 2-17-20 – 5600 Bandera Rd. – Criminal Mischief
- 2-17-20 – 6700 Huebner Rd. – Burglary of a Vehicle
- 2-17-20 – 6300 Bandera Rd. – Vehicle Crash
- 2-17-20 – 6400 Evers Rd. – Graffiti
- 2-17-20 – 6700 Bandera Rd. – Vehicle Crash
- 2-17-20 – 7100 Larksong – Criminal Mischief
- 2-17-20 – 7000 Bandera Rd. – Disturbance
- 2-17-20 – 6000 Bandera Rd. – Disturbance
- 2-18-20 – 6500 Grissom Rd. – Graffiti
- 2-18-20 – 6800 Bandera Rd. – Crash
- 2-18-20 – 5600 Bandera Rd. – Found Open Garage Door
- 2-18-20 – 7100 Bandera Rd. – Theft
- 2-18-20 – 7000 Bandera Rd. – Vehicle Crash
- 2-18-20 – 6700 Timber Hill Rd. – Theft
- 2-18-20 – 5900 Wurzbach Rd. – Vehicle Crash
- 2-18-20 – 7600 Deer Ln. – Alarm
- 2-18-20 – 6800 Huebner Rd. – Vehicle Crash
- 2-18-20 – 5900 Bandera Rd. – Vehicle Crash
- 2-19-20 – 6800 Bandera Rd. – Alarm
- 2-19-20 – 4900 Hodges – Alarm
- 2-19-20 – 6400 Bandera Rd. – Apparent Sudden Death
- 2-19-20 – 5600 Evers Rd. – Theft \$2500-\$30,000
- 2-19-20 – 5600 Evers Rd. – Fraud
- 2-19-20 – 6700 Bandera Rd. – Crash Hit and Run
- 2-19-20 – 6300 Evers Rd. – Disturbance
- 2-20-20 – 6000 Rue Liliane – Disturbance
- 2-20-20 – 5700 Watercress – Assault
- 2-20-20 – 6400 Bandera Rd – Disturbance
- 2-20-20 – Bandera at Grass Valley – Disturbance
- 2-20-20 – 5600 Evers Rd – Disturbance
- 2-20-20 – 6300 Rue Marielyne – Disturbance
- 2-20-20 – 7400 Chenal Point – Criminal Trespass Warning
- 2-20-20 – 5600 Evers Rd. – Found Open Door
- 2-20-20 – 5700 Evers Rd. – Alarm
- 2-20-20 – 6600 Bandera Rd. – Alarm
- 2-20-20 – 6200 Bandera Rd. – ATP

- 2-20-20 – 6100 Bandera Rd. – Criminal Mischief
- 2-20-20 – 5600 Bandera Rd. – Vehicle Crash
- 2-20-20 – 6800 Bandera Rd. – Alarm
- 2-20-20 – 7200 Horse Whip – Theft \$750-\$2500
- 2-21-20 – 6800 Bandera Rd. – Alarm
- 2-21-20 – 6400 Bandera Rd. – Vehicle Crash
- 2-21-20 – 7100 Huebner Rd. – Vehicle Crash
- 2-21-20 – 6600 Forest Crest North – Vehicle Crash
- 2-21-20 – 7100 Forest Brook – Terroristic Threats
- 2-21-20 – 6800 Bandera Rd. – Found Open Door
- 2-21-20 – 6800 Bandera Rd. – Alarm
- 2-21-20 – 5300 Cilantro Pl. – Found Open Door
- 2-21-20 – 7400 Belmont Place – Found Open Garage Door
- 2-21-20 – Bandera at N.W. 410 Access – Vehicle Crash
- 2-21-20 – 5400 Bandera Rd. – Vehicle Crash
- 2-21-20 – 5600 Evers Rd. – Assault by Contact
- 2-21-20 – 6400 Evers Rd – Suspicious Vehicle
- 2-21-20 – 6300 Bandera Rd – Alarm
- 2-22-20 – 7500 Linkwood – Disturbance
- 2-22-20 – 6800 Bandera Rd. – Alarm
- 2-22-20 – 6300 Handsome Lake – Disturbance
- 2-22-20 – 6000 Grissom Rd. – Alarm
- 2-22-20 – 6402 Handsome Lake – Criminal Mischief
- 2-22-20 – 7100 Forest Mont – Found Open Door
- 2-22-20 – 6700 Joan Grona – Found Open Garage Door
- 2-22-20 – 5700 Bandera Rd. – Crash
- 2-22-20 – 6800 Bandera Rd. – Alarm
- 2-22-20 – 6600 Timberhill – Found Open Door
- 2-23-20 – 5400 Nutmeg Trail. – Alarm
- 2-23-20 – 5300 Wurzbach Rd. – Criminal Trespass Warning
- 2-23-20 – 5600 Evers Rd. – Theft and Criminal Mischief
- 2-23-20 – 5700 N.W. Loop 410 – Burglary of a Vehicle
- 2-23-20 – 6200 Stirrup Lane – Alarm
- 2-23-20 – 6600 Sally Agee – Found Open Garage Door
- 2-23-20 – 7100 Tea Leaf – Found Open Garage Door
- 2-23-20 – 7200 Grass Valley – Found Open Garage Door
- 2-23-20 – 6900 Forest Meadow – Disturbance
- 2-23-20 – 5600 Bandera Rd. – Assault Bodily Injury
- Citations - 143
- Warnings – 71
- CID Activity/Active Investigations
 - Active CID Investigations:
 - Sudden Death
 - Assault, Family Violence
 - Hit and Run
 - Robbery
 - Burglary of a Vehicle
 - Sudden Death-Infant
 - Failure to Stop and Exchange Information
 - (3) Assault Bodily Injury
 - (2) Terroristic threat

- (3) Sexual Assault of Child
- Additional CID Activity
 - Multiple Open Records Requests were Answered
 - Seventeen (17) Walk in Complaints were Handled
 - Review of Google Documents Still Being Downloaded
 - Grand Jury Subpoenas Prepared
- Code Enforcement/Animal Control
 - (04) Junked/abandoned/illegal vehicles
 - (10) Trash complaints
 - (36) Bandit signs
 - (05) Grass/weed violations
 - (03) Building violation
 - (07) Graffiti complaints
 - (01) Noise violations
 - (02) Fence Violations
 - () Pet noise violation
 - (33) Violation of city ordinance letters sent out
 - (02) Violation of city ordinance citations
 - Code Enforcement is continuing to monitor multiple “hoarder” houses in the city to ensure that cleanup is progressing, and one has been completely completed and sold.
 - Code officers also prepared numerous letters for no trash service to be sent to residents in violation.
- Animal Control
 - (01) Dead cat
 - (01) Dead deer
 - (03) Dead racoons
 - (01) Dead skunks
 - (02) At large dog calls
 - (03) Wild animal
 - (02) Miscellaneous animal calls
 - (04) Pet Registration/rabies vaccination cases
 - (03) Cat were trapped for TNR program
 - (07) Animal Control related violation of city ordinance
- Impound Lot
 - Vehicles Towed: 17
 - Traffic: 16
 - Arrest: 01
 - VOC 00
- Volunteer Activity
 - Chief Salvaggio, Lieutenant Anderson, and Detective Brooks continue to work closely with Texas Special Olympics for numerous upcoming events.
 - Fourteen (14) officers from the Leon Valley Police Department worked closely with Marshall High School Law and Medical Magnet School. Ten officers continued their mentor program, meeting with their assigned students and having lunch time discussions. Officers also continued to train the Marshall Explorer Post in preparation for an upcoming event.

Fire Department

- **Free Community Workout! Workout with First Responders! (community service)** – The Fire Department participated in the community work out along with Elevate Our Veterans and Leon Valley Police, Saturday, February 22, at 9am, Raymond Rimkus Park, 6440 Evers Road. Thank you to everyone who participated.

- **Fire Cost Recovery Program (cost recovery)**- Our Accident Cost Recovery collection to date is **\$52,148.46** with a **97%** recovery rate.
- **Annual Physicals (service progression)** – All fire department personnel has completed their annual physical exams through the Mobile Physicians group that operates out of the fire station over a 3-day period. The physical exams measure and monitor the health conditions of the firefighters, and provide guidance for necessary treatments. The exams are very thorough and compared to findings from previous years.
- **The Census 2020 Complete Count Committee (community service)** – Census 2020 is almost Here! **Mid-March**, by way of online, by phone or mail. Computer stations are available at the Library at 6425 Evers Rd, Leon Valley, TX 78238. The Census count impacts the federal funds that communities receive for Hospitals & Healthcare, Public Safety, Roads & Transportation and Schools & Education (special education, classroom technology, teacher training, after-school programs, school lunch assistance). If we receive a great Census 2020 questionnaire response, this would possibly provide federal funding towards improving our Leon Valley community. “In Leon Valley You Count!”. For additional information please visit http://www.leonvalleytexas.gov/quick_links/census_2020.php or <https://2020census.gov/>.
- **Zoll Training (service progression and continuous education training)** – The Fire Department personnel will be transitioning to a new Zoll heart monitor due to existing monitors being near the end of their service life. The fire department will also be implementing 3 new Zoll mechanical CPR devices into our Emergency Medical Services. These devices will allow our department to provide continuous CPR for patients. Training for the use of these new products will occur Tuesday February 24th, Wednesday February 25th, and Thursday February 26th.
- **Congratulations Jimmy Garcia (service progression and continuous education training)** – Captain Garcia has completed the assigned topics Pediatric Medical Emergencies, Pediatric Assessment and Pediatric Environmental Emergencies.
- **Congratulations Elliott Gangwer (service progression and continuous education training)** – Firefighter Gangwer has completed the assigned topics Vehicle Extrication.

Community Development Department

- Zoning Code/Comprehensive Plan Revisions
 - Staff and the Zoning Commission developed a Request for Proposals for qualified firms to provide assistance to the City in developing necessary updates to the Plan. Among the Comprehensive Planning elements that will be addressed in the RFP are, Fiscal Impact Analysis, Future Land Use Planning, and Transportation Planning. At their October 22, 2019, meeting, the Zoning Commission recommended that the Council authorize Staff to issue the RFP. The City Council authorized Staff to issue the RFP at their November 19, 2019, meeting. Due to the holidays, staff released the RFP for solicitation on January 10, 2020. The deadline for submittals was February 14, 2020. Staff received submittals from three respondents. The full RFP can be found at: <http://www.leonvalleytexas.gov/government/finance/docs/RFP%20-%20Comp%20Plan%20Services%20FINAL.pdf>.
- Zoning Commission
 - The Zoning Commission held a Regular Meeting on Tuesday, February 25, 2020. The following items were considered:
 - SUP-2020-02 (Specific Use Permit) – A Specific Use Permit for Entertainment Indoor Use at 6565 Bandera Road. **Approved**
 - SUP-2020-03 (Specific Use Permit) – A Specific Use Permit for Entertainment Indoor Use at 7022 Bandera Road. **Approved**
- The next Zoning Commission meeting is tentatively scheduled for Tuesday, March 10, 2020. The following items are tentatively scheduled for consideration:

- SUP-2020-04 (Specific Use Permit) – A Specific Use Permit for a Bar at 5504 Timco (Longtab Brewery and Coffee Bar).
- ZC-2020-01 (Zone Change) – A Zone Change from B-3, Commercial District with SO, Sustainability Overlay Zoning to B-3, Commercial District with CIO, Commercial Industrial Overlay District Zoning on approximately 7 acres generally located southeast of intersection of Grissom and Timber Hill Roads.
- Board of Adjustment
 - No new business.
- Plats
 - Staff has not received any new plats.
- City Council
 - The Planning and Zoning Department has the following development related items scheduled for consideration at the March 3, 2020, City Council Meeting:
 - ZC-2019-01 (Zone Change) – A Zone Change from R-1, Single Family Dwelling District to RE-1, Residential Estate District on Approximately 23 Acres Located on the South Side of William Rancher Road and East Side of Aids Drive (2nd Reading)
 - CA-2019-14 (Code Amendment) – An Amendment to Chapter 15, Zoning Ordinance; Renaming the Zoning Commission and Establishing a Planning and Zoning Commission. (2nd Reading)
 - CA-2019-21 (Code Amendment) – An Amendment to Section 15.02.113, of the Zoning Code, Regarding Noticing and Scheduling Requirements for Public Hearings. (2nd Reading)
 - CA-2019-22 (Code Amendment) – An Amendment to Chapter 10 Subdivision Ordinance; Renaming the Zoning Commission and Establishing a Planning and Zoning Commission. (2nd Reading)
 - SUP-2020-01 (Specific Use Permit) – A Specific Use Permit for a Funeral Home at 6401 El Verde. (2nd Reading)
 - SUP-2020-02 (Specific Use Permit) – A Specific Use Permit for Entertainment Indoor Use at 6565 Bandera Road. (1st Reading)
 - SUP-2020-03 (Specific Use Permit) – A Specific Use Permit for Entertainment Indoor Use at 7022 Bandera Road. (1st Reading)
- Permitting and Records
 - 54 Walk-Ins
 - 79 Building Permits Issued/Processed (including trade permits)
 - Received 8 Certificate of Occupancy Applications
 - Issued 2 Certificates of Occupancy

Business Relations - Economic Development

- Attended Northwest San Antonio Chamber of Commerce networking breakfast – 02/04/2020
- Facilitated Sign Code Update Advisory Committee meeting – 02/03/2020
- Certified Economic Developer Examination - 02/07-09/2020
- Working with leasing manager of Bandera North Shopping Center to address fence violation - 01/30/2020
- Meeting with Sign Code Update Advisory Committee Chair concerning annual presentation meeting to City Council - 01/30/2020
- Assisted committee chair with Sign Code Update Advisory Committee annual presentation to city council - 2/18/2020
- Attended webinar 'Creating an Entrepreneurial Ecosystem' - 1/30/2020
- Meeting with owner of potential bakery moving to Leon Valley – 02/19/2020
- Meeting with citizen and former Leon Valley councilor about economic development - 02/20/2020

- Attended online presentation/conference call with vendor regarding website analytics - 02/03/2020
- Meeting with manager of Jiffy Lupe regarding signage options for business – 02/24/2020
- Meeting with property owner Ron Ray concerning multiple code violations – 02/25/2020
- Audit:
 - Worked with Planning & Zoning and cleared additional “No CO” businesses from the 2019 Audit
 - Large influx of new Certificate of Occupancy applications
- Enforcement:
 - Multiple site visits for minor code violations from ONIT program
 - 6421 Bandera – Bandera Center Shopping Center – Signage – Site visit and Letter
 - 6451 Bandera – Inn Town Suites – Outside storage or portable structures – Site Visit and Letter
 - 6850 Bandera – Renegade Classics – Outside Storage – Citation
- Zoning Inspections:
 - 5504 Bandera #408 – River City AC & Heating
 - 6555 Bandera – Clinica Hispana Guadalupe
 - 5504 Bandera – Hybrid Heat and Air
 - 5309 Wurzbach #200-9 – Texas House of Representatives
 - 5419 Bandera #707 – JSJ Electrical Contractors
 - 6415 Bandera – Lady B African Hair and Boutique
 - 6412 Bandera – The Reserve
 - 5504 Bandera #507 – Hybrid Heat and Air – Re-inspection
 - 7126 Bandera – 210 Ice Cream
 - 6905 Bandera #8 – Liberty Tax Services
- Stop Work Orders:
 - 7126 Bandera – 210 Ice Cream – No CO – Stop work order and citation for signage – Released SWO
 - 6905 Bandera #8 – Liberty Tax Services – No CO - Released SWO
- Certificates of Occupancy
 - 5309 Wurzbach Rd Ste. 200 – Ray Lopez, Texas House of Representatives
 - 6755 Bandera Rd. - Clinica Hispana Guadalupe

City Secretary

- Since the last report, the City Secretary’s Office has received 25 open record requests. As requested by City Council, I have included the names of those who submitted the 25 request.
 - The requestors were:
 - Clarissa Rodriguez/DNRB&Z
 - Ray Wilkinson
 - City of San Antonio Police Department
 - Mariah Medina-KENS 5
 - Justin Pulliam
 - Justin Pulliam
 - Justin Pulliam
 - Melissa Garcia
 - Zoe Yalcin
 - Terrel mason
 - Felicia Gallegos
 - Amanda Rodriguez
 - Jen Graves
 - June Augustine
- Drafted five (5) letters to the Texas Attorney General seeking an opinion.
- Responded to a complaint filed with the Texas Attorney General by Justin Pulliam.

- Prepared, posted and drafted City Council agendas.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Received Supplement No. 3 of the City of Leon Valley Code of Ordinances and recalled all Code books to update.
- Prepared Agendas/Minutes for the Ethics Review Board as well as handled other business related to these issues.
- Prepared Election documents to submit to the Bexar County Election Administrator.
- Worked with Granicus to resolve a problem with the live streaming of public meetings.
- On-Going Current Projects:
 - Preparing for the 2020 Volunteer Appreciation Dinner.
 - Contract Inventory. (Intern)
- Building Maintenance:
 - Began getting quotes from various cleaning companies for cleaning services of City Hall, the Police Department, and the Library in preparation of the FY21 Budget.

Library

- Library wins HulaFrog 2020 Most Loved Library Award! HulaFrog is a parent/family website that promotes local family activities and events. It is the second year the Library received this award.
- Library budget 2nd hearing and grant contract ready for March 3, 2020, City Council Meeting.
- Waiting on air condition renovation estimates for Capital Acquisition Plan.
- Working on the Texas Annual Report/Reaccreditation.
- Library preparing crafts for Earthwise Living Event.
- Community Outreach Program to School of Science and Technology—Friday, February 28, 2020.

Upcoming Events:

- Special City Council Meeting Tuesday, March 3, 2020, at 5:30 p.m. in Council Chambers.
- Regular City Council Meeting Tuesday, March 3, 2020, at 6:00 p.m. in Council Chambers.
- Next Regular City Council Meeting Tuesday, March 17, 2020, at 6:00 p.m. in Council Chambers.
- Friendly Reminder: Large item collection will begin March 2nd at 7:00 a.m. For additional information please contact Public Works at 210-681-1232.
- AARP Foundation is offering free tax preparation to anyone of any age. These services will be held at the Leon Valley Community Center beginning February 5 through April 9, 2020 (except for March 5th) on Tuesdays and Thursdays ONLY!
- Northwest Senior Citizens – Trash & Treasure Sale, Saturday, March 14, 2020, from 9:00 a.m. to 2:00 p.m.
- It's Time Texas Community Challenge is an 8-week competition that unites and mobilizes schools, businesses, organizations, community members, and mayors toward the common goal of transforming your community's health. This year's Community Challenge starts- January 6th -March 1st.
- Volunteer Appreciation Dinner, Thursday, April 2, 2020, at 6:00 p.m., at the Leon Valley Conference Center.
- Earthwise Living Day March 7, 2020, from 9:30 a.m. – 1:30 p.m. at the Leon Valley Community Center.
- Library Events
 - Light Switch Craft—Tuesday, February 25, 2020 at 5:30 p.m.
 - Community Coffee—Friday, February 28, 2020 at 10:00 a.m.
 - Dr. Seuss's Birthday Party—Monday, March 2, 2020 at 10:30 a.m.
 - eBooks and Overdrive—Tuesday, March 3, 2020 at 2:00 p.m.
 - Resume Writing—Thursday, March 6, 2020 at 2:00 p.m.
 - Kinetic Sand—Monday, March 9, 2020 at 2:00 p.m.
 - Makerspace—Tuesday, March 10, 2020 at 2:00 p.m.

- Magician Oscar Munoz—Wednesday, March 11, 2020 at 11:00 a.m.—CONFERENCE CENTER
- Basic Animation—Friday, March 13, 2020 at 2:00 p.m.
- Alamo City Reptile Rescue—Saturday, March 14, 2020 at 11:00 a.m.—CONFERENCE CENTER
- Lego Builders' Club—Sunday, March 15, 2020 at 2:30 p.m.
- Yoga--Every Sunday at 3:00 p.m. (January 19-March 8, 2020)
- Adventure Club—Every Wednesday at 10:30 a.m.
- Storytime—Every Thursday at 10:30 a.m. Resume Writing—Monday, February 10, 2020 at 3:00 p.m.
- Movies at the Pool:
 - May 23, 2020, located at the Community Pool at 6600 Strawflower featuring, “Finding Dory”.
 - June 12, 2020, located at the Forest Oaks Pool at 6221 Forest Grove featuring, “Avengers, End Game”.
 - July 17, 2020, located at the Community Pool at 6600 Strawflower featuring, “Toy Story 4”.
 - August 4, 2020, located at the Forest Oaks Pool at 6221 Forest Grove featuring, “Aladdin”.
- Committee Meetings:
 - 03/10/20 - Zoning Commission meeting at 6:30 p.m. at City Hall.
 - 03/23/2020 - Census Complete Count Meeting at 6:00 p.m. at the Fire Department.
 - 03/12/20 -Library Board of Trustees meeting at 5:30 p.m. at the Library.
 - 03/09/20 - Ethics Review Board Meeting 5:00 p.m. at City Hall.
 - 03/04/20 – The Earthwise Living Meeting 5:30 p.m. at Public Works.